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Tender

Leeds Diocesan Learning Trust Cleaning Services

RED BOX CONSULTANCY SERVICES LIMITED

F02: Contract notice

Notice identifier: 2024/S 000-000073

Procurement identifier (OCID): ocds-h6vhtk-042a5f

Published 2 January 2024, 5:11pm

Section I: Contracting authority

I.1) Name and addresses

RED BOX CONSULTANCY SERVICES LIMITED

1 Innisfree Close

HARROGATE

HG28PL

Contact

Liz Ellory-Hoare

Email

admin@redboxcs.com

Country

United Kingdom

Region code

UKE22 - North Yorkshire CC

Companies House

05126781

Internet address(es)

Main address

<https://ldlt.co.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.redboxcs.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.redboxcs.com

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Leeds Diocesan Learning Trust Cleaning Services

II.1.2) Main CPV code

- 90919300 - School cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Issue of Invitation to Tender

Tuesday 2nd January 2024

Bidding Companies to Visit Sites

Wednesday 10th January 2024 &

Monday 15th January 2024

Clarification Deadline

Wednesday 24th January 2024

Clarification Return Deadline *

Wednesday 31st January 2024

Deadline for return of Tender Responses

Monday 5th February 2024

Presentation by shortlisted bidders

Monday 19th February 2024 2pm-4pm (Time slots to be confirmed virtually)

Contract Awarded by

Monday 19th February 2024

Mobilisation Meeting

Monday 26th March 2024 9:30am Barwick in Elmet CE Primary School

Contract Commencement

1st April 2024 (Second week of Easter Break i.e. Easter Monday)

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90919300 - School cleaning services

II.2.3) Place of performance

NUTS codes

- UKE - Yorkshire and the Humber

Main site or place of performance

Carleton Endowed CofE Primary School, Skipton

Christ Church CE (VC) Primary School, Skipton

Roecliffe Church of England Primary School, Boroughbridge

Dacre Braithwaite Church of England Primary School, Harrogate

The Federation of Holy Trinity Schools and Nursery, Ripon

The Federation of Grewelthorpe CE Primary School, Fountains CE Primary School & North Stainley Church of England Primary School, Ripon

St Matthew's Church of England (Aided) Primary School, Chapel Allerton Leeds

Barwick in Elmet Church of England Primary School, Leeds

II.2.4) Description of the procurement

The Leeds Diocesan Learning Trust has decided to tender their cleaning services to investigate the financial and qualitative benefits they could be offered through this process.

The contract will be awarded for a three-year duration with the option of two additional, one-year extensions. It is the intention of the Trust to appoint a single contractor in order to maximise the benefits for all parties.

The financial structure of the contract is designed to reflect the Trusts' aims to reward the

Contractor in a fair manner and based upon contract delivery and to have an open-book agreement that is easily auditable.

Labour costs

The core labour costs will be fixed. All other labour costs, such as for special events and out of hours events will be charged as and when incurred but at a level pre-agreed in writing.

Sundries

All sundry costs, as defined in the Contractor's response will be agreed and fixed for the first year.

Management Fee

Management fees will be fixed as part of this tender process. These should not increase during the length of the initial contract.

Aims of the Service and Tender

The key aims of the tender are to:

Provide a high standard of cleaning.

Deliver the cleaning services with consistency - good quality assurance systems in place.

Good communication at local and operations manager level with the Trust - two-way communication

Daily interaction with the school's representative at each site

Develop an effective method of handing over any special needs and comments on a daily basis.

Cleaners to work the hours that best suit the needs of the schools and maximise the work completed.

Training and development of the teams at the schools

This does not imply that this is not happening now - these are the aims of the contract.

The Trust work to provide the students with the very best experiences they can. The quality of the environment in which they all work together is very important to us. The

cleanliness and good order of the classrooms, corridors and other areas of the Trust impacts upon the teaching and learning that goes within the Trust. The Trust expectations are high, and they are looking for a cleaning contractor who has the same aims and aspirations as they do. They do seek value for money but that does not mean they will choose the cheapest quote possible. They are seeking a partner who will be willing to undertake extra work and be flexible in approach when dealing with certain key events in our year.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 possible 1 year renewals

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Site Visits

Wed 10th Jan 24

North Stainley Church of England Primary School, Ripon

9:30am

The Federation of Holy Trinity Schools and Nursery, Ripon (Infants)

10:30am

The Federation of Holy Trinity Schools and Nursery, Ripon (Juniors)

11am

Roecliffe Church of England Primary School, Boroughbridge

12 noon

Barwick in Elmet Church of England Primary School, Leeds

1pm

St Matthew's Church of England (Aided) Primary School, Chapel Allerton Leeds

2pm

Wed 10th Jan 24

Grewelthorpe CE Primary School, Ripon

9:30am

Fountains CE Primary School, Grantley Ripon

10:30am

Dacre Braithwaite Church of England Primary School, Harrogate

11:30am

Christ Church CE (VC) Primary School, Skipton

1pm

Carleton Endowed CofE Primary School, Skipton

2pm

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

5 February 2024

Local time

9:30am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

5 February 2024

Local time

9:31am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Red Box Consultancy Services Ltd

Harrogate

Country

United Kingdom